**Curriculum Vitae**

**Name**: Nitesh Sharma **Contact**: 7411694191, 9399483933

**Objective:-**Seeking a position as an accounting assistant where extensive experience will be further developed and utilized.

**Qualification –**

* Completed **B.com (CS)** from reputed university with very good aggregate **Year of Passing:** 2013
* **PGDCA** (Post Graduation of Diploma and Computer Application) Passing Year 2014.
* Sales Force **CRM** Certification Course.

**Got trained on following technologies –**

**Sales force features.**

* Sales Force (Admin, consultant) Lead, communities, sales process, Admin 201
* CRM Lead Squre
* CRM (Customer Relationship Management)
* Gst , Income tax return Department
* Reconciliation
* Catelog Editor, Stock Ware House And Vendor Work

**Experience:-**

* Concentrix Technologies India Pvt Limited (Two years of experience)
* CLEAR TAX Data Analyst (One year of experience)
* SuprDaily (One year of experience)
* Total Over all Experience is year Four years

Skills:-

Microsoft Excel

Microsoft Office

CRM

Sales Force

Tally Erp9

Technical Skills like Troubleshoot, Networking, Python, Html

**About Work Responsibilities:-**

* **About Concentrix:-**
* Responsible for accounts payable and accounts receivable coding data entry generating check and customer supplier communication.
* Assisted with monthly bank reconciliations including check cancellation in QAD and account research.
* Maintained all accounting and human resource files.
* Updated and sustained financial tracking records, including budget vs actual, 401k contributions, and monthly closing logs.
* **About Clear tax Responsibilities:**- (Handling all over India & Nri Clients.
* Work criteria our job was that we used to file the returns Like income tax return file GSTR1, GSTR3B, GSTR2A.
* Help those clients to file the gstr returns.
* **About Suprdaily:-** (Suprdaily is ecommerce platform here I have taking care of catalog & ware house inventory work also we use to make purchase order also.

**Personal Details:-**

* **Name:-** Nitesh Sharma
* **Father Name:-** Rajkumar Sharma
* **Mother Name:-** Kalpana Sharma
* **DOB:-** 06/may/1993
* **Email Id:-** 2010niteshsharma@gmail.com
* **Contact No:-** 7411694191
* **Hobby:-**Dancing, Acting, Watching Movies, learning new things, travelling.

**Computer Skills:**

* Ms word
* Ms excel
* **Admin**
* Advance excel
* Pivot table, Hlookup, Vlookup , VBA
* Dos
* Networking
* IP/Tcp
* OSI Model
* DNS

Thank You.